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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : General Counsel

FROM : Acting Deputy Director (Administration)

SUBJECT: Personnel Ceiling.

DATE: 7 February 1952

1. In order to insure the orderly expansion of the Agency with greater personnel selectivity and within the over-all ceiling established by the Director on 21 January 1952, it is necessary to establish personnel ceilings for all components of the Agency and to reduce the present rate of entering personnel on duty.

2. On 4 February 1952, the Director approved of "on duty" personnel ceiling for your staff of [ ] Your presently authorized table of organization calls for [ ]

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3. The Director also approved of entering on duty as many of the personnel now "in process" as can be cleared and are found to be in every respect completely qualified for long term duty with this Agency. He emphasized the necessity of applying these standards to future recruiting and directed that through greater selectivity the basic rate of entering personnel on duty be reduced to approximately [ ] per month.

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L. K. WHITE  
Acting Deputy Director  
(Administration)

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